

Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Division of Personnel Services.

CHECK ONE: ☐ NEW POSITION ☒ EXISTING POSITION

Part 1 - Items 1 through 12 to be completed by department head or personnel office.

1. Agency Name Kansas State Department of Agriculture		9. Position No. K0216500		10. Budget Program Number	
2. Employee Name (leave blank if position vacant)				11. Present Class Title (if existing position) Meat and Poultry Program Manager	
3. Division				12. Proposed Class Title	
4. Section Meat & Poultry Program		For Use By Personnel Office	13. Allocation		
5. Unit			14. Effective Date		
6. Location (address where employee works) City Topeka County Shawnee			15. By 9C	Approved <input checked="" type="checkbox"/>	
7. (circle appropriate time) Full time X Perm. Inter. Part time Temp. X %			16. Audit Date: By: Date: By:		
8. Regular hours of work: (circle appropriate time) FROM: 8:00 <u>AM</u> /PM To: 5:00 <u>AM</u> / <u>PM</u>		17. Audit Date: By: Date: By:			Position Number

PART II - To be completed by department head, personnel office or supervisor of the position.

18. If this is a request to relocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position.

19. Who is the supervisor of this position? (Who assigns work, gives directions, answers questions and is directly in charge.)

Name	Title	Position Number
Constantine V. Cotsoradis	Deputy Secretary of Agriculture	

Who evaluates the work of an incumbent in this position?

Name	Title	Position Number
Same	Same	Same

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

- A. Considerable latitude is allowed employee in completing the work.
- B. Guidelines for program operation are provided in laws and regulations or other federal documents.
- C. Assignments are made verbally and occasionally in writing and may be in general terms.

21. Describe the work of this position using the page or one additional page only. (Use the following format for describing job duties:)

What is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action) ; **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

Number Each Task and Indicate Percent of Time	
1. 30%	Administration: Provide information necessary to formulate and interpret rules and regulations to food safety, slaughter, processing and the sale of meat, poultry, rabbits, buffalo and other animals amenable to the Kansas Meat and Poultry Inspection Act and product made from them to assure the consuming public a wholesome product. Draft and recommend new or revised statutes, regulations and programs pertinent to meet the statutory requirements. Standardize overall delivery of Meat Inspection Program.
2. 15%	Budget: Prepare and monitor program budget to assure essential resources for effective operation of the food safety and meat and poultry inspection programs. Work with staff to implement, adjust, correct or take management actions to adhere to the budget. Work with fiscal section on audits, estimates, indirect support cost estimates or fiscal matters. Assist in preparation of federal budget as this program is funded 50/50 but USDA.
3. 25%	Personnel/Supervision Oversee the training of M&P and food safety inspectors and veterinarians, plan, assign, and review their work instructing them concerning procedures, forms and reports. Examine closely with the Personnel Director the performance evaluation of program personnel and make recommendations regarding the validity of these performance evaluations. Visit field sites to review procedures of subordinates and make contact with the regulated industry. Directs work of Vets to make sure program is operated according to USDA guidelines. Evaluate training needs and standardize delivery. Trains the program Vets using USDA – FSIS training material.
4. 15%	Technical: Oversee the a)examination of reports dealing with food safety and slaughter of suspect animals for compliance with established guidelines; b)approval of labels to see standards of identity are met and the general consuming public is adequately informed as to the formulation of meat & poultry products; c)review of every major remodeling or new construction projects at specific meat processing/slaughter plants to assure all construction standards are met; d)monitoring of lab results on submitted samples for compliance with the appropriate “standard of identity”. Individually responsible for certification of contract veterinarians in accordance with state performance plan. Provide technical support for feed safety issues occurring within the Inspection Division i.e. meat and poultry products. Make on sight reviews of all facilities annually.
5. 15%	Reporting: Complete reports, documents or submit information as necessary or requested by state and federal authorities. Coordination: Work harmoniously with other department personnel to assure the statutory requirements of the department and agency are met. Make certain all phases of State Performance Plan are implemented and the program functions within the plan as written. This includes amending, updating and approval in addition to insuring state performance plan is properly adhered to for “equal to federal” status.

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22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position.
- () Lead worker assigns, trains, schedules, oversees, or reviews work of others.
 - () Plans, staffs, evaluates, and directs work of employees of a work unit.
 - () Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

Title	Position Number
Veterinarian	K0074392
Veterinarian	K0209154
Veterinarian	K0066334
Public Service Adm. III	K0068863
Public Service Adm. II	K0064321
Senior Administrative Spec	K0041409

23. Which statement best describes the results of error in action or decision of this employee?

- () Minimal property damage, minor injury, minor disruption of the flow of work.
- () Moderate loss of time, injury, damage or adverse impact on health and welfare of others.
- () Major program failure, major property loss, or serious injury or incapacitation.
- () Loss of life, disruption of operations of a major agency.

Please give examples.

Failure to provide proper training could result in formulations being used for curing pork products which could result in health problems. Improper labels or incorrect standards of identity could allow for unfair competition within the industry. Improper ante mortem and post mortem training and procedures could result in unwholesome products reaching the consumer. Improperly trained inspector could cost the Division in time and money used for SPO and contract veterinarians. Program failure could damage consumer protection and consumers could lose confidence in government protection.

24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Contacts made daily consumers, inspectors, Ag Inspector III's, supervisors, disposition veterinarians and with plant management regarding inspection procedures, product formulations, labeling requirements, standards of identity requirements, and other areas dealing with interpretation of regulations and policies. Contacts are also made with other federal and state officials involved in feed inspection.

25. What hazards, risks or discomforts exist on the job or in the work environment?

Normal work involvement does not involve a lot of risks or discomforts other than the stress associated with law enforcement. Review of inspectors in the field does expose the employee to the same environment that the inspectors are exposed to, i.e., slaughter and processing facilities, involving live animals, wet slaughter floors, knives, power equipment, and the discomfort of inspection conducted in freezers, coolers or ante mortem inspection during inclement weather. Freezer floors often have ice accumulations on the floors.

26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used.

Computer, Calculator, Overhead Projector, 35 mm slide projectors and the telephone. The computer and calculator are used almost daily. Meat inspection equipment involving meat knives and meat hooks are used infrequently to demonstrate proper technique.

PART III - To be completed by the department head or personnel office

27. List in the spaces below the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

Education – General

Doctor of Veterinary Medicine degree from an accredited college or university and a license to practice in the State of Kansas.

Education or Training - Special or professional

Should satisfactorily complete the USDA/FSIS meat inspection training program; additional USDA/FSIS slaughter, processing, TQC and labeling advantageous.

License, certificates and registrations

Professional Veterinary Medicine License

Special knowledge, skills and abilities

Knowledge of food safety and Meat & Poultry Inspection Laws/Regulations, feed processing procedures, formulations and ability to calculate percentages and ratios used in curing, label determinations and limitations used in the regulations.

Experience - Length in years and kind

Considerable experience in the practice of veterinarian medicine with emphasis on food animal practice. Experience in feed safety, personnel management and fiscal management beneficial.

28. SPECIAL QUALIFICATIONS

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

Must pass a color blindness test. Shall be required to obtain Veterinarian Certification and maintain recertification as required by USDA/FSIS to maintain an "equal to" federal program.

Signature of Employee _____ Date _____

Signature of Personnel Official _____ Date _____

Approved:

Signature of Supervisor _____ Date _____

Signature of Agency Head or _____
Appointing Authority Date _____